



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

February 1, 2011

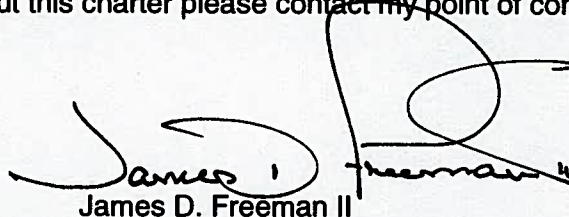
MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Vietnam War Commemoration Advisory Committee*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Vietnam War Commemoration Advisory Committee* (attached). The Committee will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the Commission's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-601-6148.



James D. Freeman II
Deputy Advisory Committee Management
Officer for the Department of Defense

Attachments
Proposed Charter

CHARTER
VIETNAM WAR COMMEMORATION ADVISORY COMMITTEE

1. **Committee's Official Designation:** The Committee shall be known as the Vietnam War Commemoration Advisory Committee (herein referred to as "the Committee").
2. **Authority:** The Secretary of Defense, pursuant to the Federal Advisory Committee Act, (5 U.S.C., Appendix 2) and 41 CFR § 102-3.50(d) established the Committee.
3. **Objectives and Scope of Activities:** The Committee shall provide the Secretary of Defense, through the Director for Administration and Management, independent advice and recommendations on the Department of Defense's program to commemorate the 50th Anniversary of the Vietnam War as set out in (4) below.
4. **Description of Duties:** The Committee shall provide independent advice and recommendations as to the schedule of major events and priority of efforts during the commemorative program of the 50th anniversary of the Vietnam War, as referenced in 598 (c) of Public Law 110-181 (herein "Commemorative Program"), in order to ensure achievement of the objectives for the Commemorative Program, specified in section 598 (c) of Public Law 110-181:
 - a. To thank and honor veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans;
 - b. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces;
 - c. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War;
 - d. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War; and
 - e. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.
5. **Agency or Official to Whom the Committee Reports:** The Committee reports to the Secretary of Defense through the Director for Administration and Management. The Director for Administration and Management may act upon the Committee's advice and recommendations.

6. **Support:** The Department of Defense, through the Office of the Director for Administration and Management, shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).
7. **Estimated Annual Operating Costs and Staff Years:** It is estimated that the annual operating costs, to include travel costs and contract support, for this Committee is \$142,878. The estimated annual personnel cost to the Department of Defense is 1.4 full-time equivalents. The costs associated with any overall commemorative program, as referenced in Section 598 of Public Law 110-181, are not part of the Committee's costs; these costs are separate and handled according to Section 598 of Public Law 110-181 and Section 574(e)(5) of Public Law 111-383.
8. **Designated Federal Officer:** The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with governing DoD policies and procedures. In addition, the Designated Federal Officer is required to be in attendance at all committee and subcommittee meetings for the entire duration of each and every meeting; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the entire duration of the committee or subcommittee meeting.
9. **Estimated Number and Frequency of Meetings:** The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Committee's chairperson, and the estimated number of Committee meetings is two per year.
10. **Duration:** The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. **Termination:** The Committee shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
12. **Membership and Designation:** The Committee shall be composed of not more than 15 members, who represent Vietnam Veterans, their families, the American public or those organizations that supported the soldiers in Vietnam or their families during the Vietnam War.

Committee members appointed by the Secretary of Defense who are not full-time or permanent part-time federal officers or employees shall be appointed to serve as experts or consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees. Committee members shall be appointed on an annual basis by the Secretary of

Defense, and shall, with the exception of travel and per diem for official travel, serve without compensation.

The Secretary of Defense shall appoint the Committee Chairperson from the total membership.

13. Subcommittees: The Department of Defense is authorized to establish subcommittees, as necessary and consistent with the Committee's mission. These subcommittees shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976, and other governing federal statutes and regulations.

Such subcommittees shall not work independently of the chartered Committee, and they must report all of their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the chartered Committee, nor can they report directly to the Department of Defense or any federal officers or employees who are not Committee members.

Subcommittee members, who are not Committee members, shall be appointed in the same manner as the Committee members. Such individuals, if not full-time or permanent part-time federal government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S. C. § 3109, and shall serve as special government employees, whose appointments must be renewed on an annual basis.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Charter Filed: